



## REGISTRATION FORM 2025

(October, November & December)

Please write clearly in **CAPITAL** letters

University / Exam Board \_\_\_\_\_

Course Provider Name \_\_\_\_\_

Examination City \_\_\_\_\_

### Section 1

Candidate Name \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex F / M  
(Day / Month / Year) (Circle as appropriate)

Contact Address \_\_\_\_\_

Mobile & Home No: \_\_\_\_\_

Email address: \_\_\_\_\_

Student Number: \_\_\_\_\_

ID Type: Valid Passport / NIC ID Document Number: \_\_\_\_\_

(Circle the appropriate one) (This document must be brought to the Examination venue)

### Section 2

I intend to enter in the subject(s) shown below:

|   | Syllabus Title | Syllabus Code | Exam Date |
|---|----------------|---------------|-----------|
| 1 |                |               |           |
| 2 |                |               |           |
| 3 |                |               |           |
| 4 |                |               |           |
| 5 |                |               |           |
| 6 |                |               |           |

Please check to make sure that the information you have entered in Section 1 & 2 is accurate. It is the responsibility of the candidate to enter the correct subject code and title at the time of registration.

### Section 3

**Fixed charge/non-refundable/non-transferable exam fee:**

| Details                                                    | Fee Charged   | No. of Exam | Total       |
|------------------------------------------------------------|---------------|-------------|-------------|
| First paper:                                               | Rs 30,000/- X | 1           | Rs 30,000/- |
| For each additional (per paper fee)                        | Rs 20,000 X   | 1           |             |
| <b>Total number of exams registering for and total fee</b> |               |             |             |
|                                                            |               |             |             |

*The British Council prides itself on providing quality service and will take all reasonable steps to ensure that examinations take place on time and are properly conducted. To help us do this, please ensure that you are familiar with the arrangements and any relevant regulations concerning your examination. The British Council cannot however be held responsible for events or circumstances, which are outside its control or for any error, fault or omission by any examining board or any third party.*

*The British Council believes that all children have potential and that every child matters – everywhere in the world. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC 1989*

*I certify that the information on this form is complete and accurate to the best of my knowledge. I agree to comply with the examining bodies' regulation for the above exam and with the arrangements made by the British Council.*

**Signature of Candidate:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

### **Section 3: Exam entry fee bank detail** (Please complete this section after making payment at the bank)

|                                                                                |  |
|--------------------------------------------------------------------------------|--|
| <b>British Council bank account number at which the exam fee was deposited</b> |  |
| Name of the bank at which the exam fee was deposited by the candidate          |  |
| Address of the bank at which the exam fee was deposited by the candidate       |  |

#### **Office use only**

**Receipt No** ..... **Date** .....

**Signature of the Examinations Services Staff Member** .....

## **British Council Bank Details**

To facilitate candidates British Council Pakistan has signed an agreement with Standard Chartered Bank (SCB) whereby Standard Chartered Bank will collect application forms, fees and later deliver these relevant documents to their local British Council office.

The list of designated SCB branches can be found at

[https://www.britishcouncil.pk/sites/default/files/pakistan-exams-bc-bank-accounts\\_1\\_0.pdf](https://www.britishcouncil.pk/sites/default/files/pakistan-exams-bc-bank-accounts_1_0.pdf)

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The British Council and the Examining Boards take all reasonable steps to provide continuity of service. We feel sure you will understand, however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible. The British Council's liability will be limited to the refund of the registration fee or re-testing at a later date.

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## **Fair Collection Notice**

Two Tier Privacy Notice as British Council Policy

The British Council will use the information which you are providing in connection with processing your registration and the administration of your exams. The legal basis for processing your information is agreement with our contract to register you for the administration of you exams.

### **Data Protection**

The British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.

For detailed information, please refer to the privacy section of our website, [www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy) or contact your local British Council office. We will keep your information for a period of 4 months from the time of collection.

We may want to use your information to send you details of British Council activities, services and events (including social events) which you might find of interest.

☐ Please tick this box if you would like to receive marketing updates.

Please detail the method with which you would like to receive marketing information from the British Council.

☐ Call ☐ Text ☐ Email

|                           |  |
|---------------------------|--|
| Name of Candidate         |  |
| Signature of Candidate    |  |
| Permanent mailing address |  |
| Date                      |  |
|                           |  |

## **Notice to Candidates**

- 1.** Attach one recent passport size photograph, deposit slip of standard chartered bank and a copy of you NIC or passport along with this form.
- 2.** Local charges must be paid to us at the time of registration enabling us to process your application in time.
- 3.** British Council Examinations Services staff will send you the acknowledgement of registration along with your venue notice at least one week prior to the Examination.
- 4.** In case of change in the contact details, please notify the British Council office as soon as possible.
- 5.** All exam registrations and payments should be finalised at least 10 days before the exam date.
- 6.** It is the responsibility of the candidate to notify the exam board and British Council Pakistan in time.
- 7.** Any exam request made after the deadline period may or may not be entertained.